

From (date): _____

To (date):

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Designer's I & I Log

In NUMBERing Issues, Information, and Instructions, the following nomenclature is recommended:

Numbers should consist of a letter and a numeral, such as "A1".

The letter used should correspond to the following key:

A for Action issues

R for Request for information

S for designer's Supplemental instructions

The numeral should be sequential within each letter group irrespective of numerology of interspersed items of other letter groups.

REQUESTER should be the person or entity initiating the item.

RESPONDER should be the person or entity responsible for resolving or responding to the item.

DATES should be filled in to represent:

Initiation: date item is first brought to attention of Designer

Required: date by which Requester needs a response to avoid adverse consequences

Promised: date by which Responder has committed to provide a response

Complete: date on which response is made

DISPOSITION should indicate the general nature of the response, particularly whether item resulted in a request for proposal, proposal, directive, change order, or amendment (see Designer's P & M Log).